

**ARTICLE 24**  
**SUPPLEMENTAL EMPLOYMENT**

Supplemental employment is permitted under the following conditions:

1. That the additional employment must in no way conflict under this Article or under present Civil Service Rules with the employee's hours of State employment, or in quantity or interest conflict in any way with satisfactory and impartial performance of State duties.
2. That the employee will provide the written notice to the Appointing Authority before engaging in any supplemental employment for the primary purpose of addressing any potential conflict of interest. The Employer will respond to such notice as soon as possible, but no later than ten (10) work days. If the Employer does not respond within the ten (10) work day period, in the event the employee accepts the supplemental employment, the employee shall not be subject to discipline related to the initial acceptance of such supplemental employment. This provision does not waive the Employer's right as described in Section 5 of this Article.
3. That the employee keep the Appointing Authority informed of contemplated changes in supplemental employment.
4. The Employer's decision to deny supplemental employment shall not be made in an arbitrary or capricious manner.
5. Should the Employer determine that an employee's supplemental employment interferes with his/her regular work, exceeds departmental guidelines, or is in violation of this Agreement, he/she will be given a written explanation of the reason for the denial, and reasonable time to promptly terminate his/her supplemental employment before being disciplined, requested to resign State service or involuntarily terminated. In situations of conflict of interest in supplemental employment which violates Civil Service Rules, the supplemental employment will be immediately terminated.
6. In the event that supplemental employment is denied by the Employer, the employee may file a grievance under the expedited procedure where the employee representative may verbally contact the Step 2 Employer representative, explain the situation, and request an expedited grievance response.

Every effort will be made to resolve the grievance prior to the date the employment is scheduled to begin including discussion of changes or modifications (if any) that would eliminate the conflict.

This Article shall not be construed to limit or abridge the Employer's right to take appropriate disciplinary action in response to violation of Civil Service Rules and/or failure to provide prior notification of supplemental employment to the Employer.